

HHD Membership Policy

Professional Memberships may not be paid from university funds unless approved by the Budget Executive, i.e. Dean. The following types of memberships have been approved by the Dean to be paid from University funds.

Only annual (1 year) memberships may be purchased. Exceptions for multi-year memberships must be submitted in writing to the HHD Financial Officer.

Individual memberships may only be charged to individual faculty general funds (i.e., RIF or salary release), gift or MGR accounts.

- Individual memberships on general funds must be coded according to their allowable/unallowable amount found on the Corporate Controller's Cost Analysis web page <https://controller.psu.edu/cost-analysis>. If the organization is not listed page, please code 50% of the membership as unallowable.
- Memberships for undergraduate students, graduate students and post-doctoral associates or fellows should be covered with personal funds and not with university funds. The approved exception is when the student or post-doc is presenting research at a professional society as the lead author.
 - Memberships for undergraduate students, graduate students and post-doctoral associates or fellows are allowed to be paid from professional development endowment funds without the student presenting research as the lead author. Unit gift funds given specifically for student professional development may be used as well. However, using generic endowment or gift funds to support a membership for a student who is not a lead author is not allowable.
- If purchasing a membership reduces the cost of the conference registration so much that it is cost-effective to cover both, a faculty member may use his or her individual faculty funds to cover these costs for the student or post-doc.
- A purchasing card may be used to purchase individual memberships effective February 2, 2012.

Departmental funds can be used for memberships for the following:

- Department/Institutional memberships. Penn State is a member of a variety of organizations. Please check the list of entities for which Penn State maintains University-wide memberships before purchasing. <https://provost.psu.edu/university-wide-memberships/>
- The membership is required to perform the employee's job duties.

Federal funds may not be used to purchase a membership unless approved by the project sponsor or the HHD Research Office.